

## **EDITED TASK LISTING**

### **CLASS: CORRECTIONAL COUNSELOR III**

*NOTE: Each position within this classification may perform some or all of these tasks.*

	C&PR Classification and Parole Rep and Reception Center Supervisor:
1.	Supervise case records staff.
2.	Coordinate Board of Prison Term hearings
3.	Oversee classification process for institution.
4.	Coordinate with P&CSD for releases.
5.	Coordinate with P&CSD High control transfers/pick ups.
6.	Coordinate with P&CSD CCRC (Community Correctional Re-entry Center)
7.	Coordinate with P&CSD 2962 PC – Mentally disordered offender.
8.	Coordinate population management – Intakes.
9.	Coordinate population management – Transfers – CDC only.
10.	Coordinate population management – Releases.
11.	Coordinate population management - Hospital
12.	Coordinate population management-Out of court
13.	Coordinate population management-Specialty beds.
14.	Participate in Institution Classification Committee (ICC).
15.	Participate in Institution Classification Committee (ICC)/Author and/or record Classification Chrono CDC 128G.
16.	Sign all the warden check out orders (CDC 161)
17.	Supervise the counselor for the sexual violent predator program.
18.	Conduct classification training for CC Is, IIs, Facility Captain, Associate Warden's.
19.	Train record staff.
20.	Serve as liaison with Board of Prison Terms, Dept. of Mental Health, Classification Services Unit, other law enforcement agencies.
21.	Serve as Administrative Officer of the Day (AOD).
22.	Serve as part of Executive staff.
23.	Author/Prepare memos.
24.	Proof memos and appeals.
25.	Administer staff discipline.
26.	Conduct safety training.
27.	Serve as Victim Services Coordinator.
28.	Act as AW's and Facility Captain's.
29.	Prepare IDP's.
30.	Complete probation reports.
31.	Conduct and/or participate in hiring interviews.
32.	Special assignments (audits, test development, serve as SSR's, interview panels).
33.	Conduct and attend meetings.
34.	Develop policies and procedures.

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35.	Identify and transfer inmates to Community Correctional Re-entry Center (CCRC) also known as work furlough.
36.	Interpret/implement departmental policies and procedures.
37.	Review compassionate release and recall of commitment/117Od.
38.	Ensure the accuracy of the classification score system.
39.	Prepare reports.
40.	Ensure accuracy and quality of BPT reports.
41.	Prepare, review, sign, and complete hiring packages.
42.	Prepare position justifications.
43.	Prepare out-of-class packages..
44.	Lead and motivate staff toward a common goal
45.	Oversee the maintenance of case records.
46.	Interact/Coordinate with health care staff various activities such as transfers, evaluations, reports, etc.
47.	Monitor quality control of Departmental Review Board reports.
48.	Ensure monthly/quarterly reports are accurate and submitted in a timely manner (i.e., INS, management, overdue, backlog).
49.	Ensure compliance with court cases/Armstrong-American Disabilities Act (ADA) and DPP (Disabilities Placement Program).
50.	Ensure compliance with court cases/Coleman-Psych Mental Health Services Delivery System (MHSDS).
51.	Ensure compliance with court cases/Clark-Developmental Disabilities (DD) Disability Placement Program (DDP).
52.	Coordinate INS (Immigration and Naturalization Service) process.
53.	Prepare response to Community inquiries.
54.	Prepare response to Legislature.
55.	Ensuring P.C. (Penal Code) compliance with notification requirements: 3058.6 District Attorney's Office.
56.	Ensuring P.C. (Penal Code) compliance with notification requirements: Police Department and Sheriff's Office.
57.	Ensuring P.C. (Penal Code) compliance with notification requirements:3058.8 Victim's notification..
58.	Ensuring P.C. (Penal Code) compliance with notification requirements: 3058.9- Notification of county of release to and from
59.	Ensuring P.C. (Penal Code) compliance with notification requirements: 290 – New sex offender registration.
60.	Ensuring P.C. (Penal Code) compliance with notification requirements: 296 – Blood, saliva, palm print.

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<b>61.</b>	Ensuring P.C. (Penal Code) compliance with notification requirements 11590 (Health and Safety Code)- Registration as a drug offender.
<b>62.</b>	Respond to appeals.
<b>63.</b>	Oversee preparation of Temporary Community Leave/Release (TCL's).
<b>64.</b>	Participate in self-certification audits.
<b>65.</b>	Review and approve placement of confidential files.
<b>66.</b>	Process validation documents for prison gang memberships/associations.
<b>67.</b>	.Ensure reception center processing is timely and accurate.
<b>68.</b>	Coordinate transfers – CDC and county jails.
<b>69.</b>	Oversee preparation of Diagnostic Evaluations (PC 120303).
<b>70.</b>	Ensure weekly reports are submitted accurately and timely.
	<b>Classification Staff Representative (CSR).</b>
<b>71.</b>	Monitor/audit the institution's compliance with departmental classification policies and procedures.
<b>72.</b>	Travel statewide.
<b>73.</b>	Review institutional cases on-site for Transfers.
<b>74.</b>	Review institutional cases on-site for Administrative segregation housing (Ad Seg)
<b>75.</b>	Review institutional cases on-site for Specialty placement.
<b>76.</b>	Review institutional cases on-site for Compliance with departmental policies and procedures.
<b>77.</b>	Review institutional cases on-site for Security Housing Unit (SHU).
<b>78.</b>	Audit disciplinary process.
<b>79.</b>	Review confidential file.
<b>80.</b>	Review Critical Case Information Sheet (CDC 812)
<b>81.</b>	Approve Public Interest Case (PIC).
<b>82.</b>	Approve and remove MHSDS placement.
<b>83.</b>	Serve as Officer of the Day (OD).
<b>84.</b>	Serves as a consultant/trainer to institutions.
<b>85.</b>	Provides specialized training to institutions (i.e., CCRC, SHU, DRB, sensitive needs/confidential information).
<b>86.</b>	Prepare, present and record Departmental Review Board (DRB).
<b>87.</b>	Prepare inmate profiles upon request.
<b>88.</b>	Coordinates with the Department of Mental Health for sexually violent predator issues.
<b>89.</b>	Develop/Prepare departmental policy procedures and regulations.
	<b>AOD – All except CSR</b>
<b>90.</b>	Exercise sound custodial judgment.

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91.	Implement Disturbance Control Plan.
92.	Ensure appropriate use of force.
93.	Review and sign incident reports.
94.	Oversee/Implement escape procedures.
95.	Report serious incidents to warden and departmental AOD.
96.	Authorize contraband watch.
97.	Authorize lockdowns.
98.	Authorize emergency medical transfers to off-site.
99.	Conduct inspection tours.
	OD – CSR
100.	Respond verbally and in writing to departmental level inquiries.
101.	Review/Approve emergency placements/inmate transfers.
102.	Prepare/Submit regular operational reports.
	ADDITIONAL TASK FOR ALL CCIII POSITIONS
103.	Exercises sound judgment.
104.	Identifies & works to resolves staff conflicts.
105.	Ensures a respectful safe work environment.
106.	Identifies training and developmental needs of staff.
107.	Trains/Develops subordinate staff.
108.	Recognizes staff contributions.
109.	Gains the respect of staff and cooperation of staff.
110.	Fosters cooperative working relationships.
111.	Fosters innovation.
112.	Coordinate with OSAP